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UNDER SECRETARY OF STATE
FOR MANAGEMENT
WASHINGTON

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December 16, 1980

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TO: All Ambassadors-at-Large
All Assistant Secretaries
The Legal Advisor
The United States Representative to the Organization of American States
The Chief of Protocol
The Special Representative of the President for Middle East Peace Negotiations
The Special Advisor to the Secretary for Soviet Affairs
The Deputy Representative of the President for the Law of the Sea Negotiations
The Director, Office for Combatting Terrorism
The Coordinator for Population Affairs
The Deputy Assistant Secretary for Oceans and Fisheries Affairs

FROM: M - Ben H. Read BHR

SUBJECT: Letter of Resignation

Further to my memorandum of November 10 on this subject, the White House has requested that those Presidential appointees who are planning to resign before January 20 submit their letters of resignation before December 22 in order that they may be appropriately acknowledged by President Carter with a letter of appreciation for the appointee's service and accomplishments.

Accordingly, if you plan a departure to take place during this Administration, prompt receipt of your letter of resignation and covering letter would be appreciated.

DEPARTMENT OF STATE A/CDC/MR
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